TO: All Computer Image Employees

FROM: Dave Marriott DM

DATE: July 25, 1978

SUBJECT: Facility Appearance

In an effort to improve the physical appearance of our facility, we have terminated our janitorial service and taken over this responsibility ourselves.

As there is a budget limitation on this, I am asking all employees to help as much as they can primarily in individual work areas.

As the Lab and Manufactoring/Storage area are limited access, they will be open during the day and closed at night.

In the case of a night shift where the director wants these areas open, I would appreciate that they be closed at the end of the shift.

Both hall doors to these areas use the same key and the following individuals have a key: Lee, Ed, Bill Altemus, Andy and Red. There are also two (2) floating keys in production.

CW